

**CLARK COUNTY****RFP #783****PROPERTY ACCOUNT STATEMENT PRODUCTION and MAILING SERVICES
QUESTIONS and ANSWERS****UPDATED: SEPTEMBER 17, 2020**

	QUESTION	ANSWER
1.	Who is doing the work now and why are you going to bid?	Our current vendor contract for these products and services is coming to its end. Clark County released RFP 783 Property Account Statement and Production Mailing Services to solicit proposals to ensure we can find a replacement vendor for these products and services. If our current vendor submits a proposal response to RFP 783, they will be treated like all other RFP responders. All proposal submissions will be scored and evaluated by a committee using the same scoring criteria.
2.	What is the current contract pricing?	Requests for the current contract or pricing will need to be handled as a public disclosure request.
3.	Is there something you are not getting from your current vendor that you are looking for in a new vendor?	Not presently.
4.	Will printing off 100 copies of Attachment G1 satisfy the request for "provide 100 sample invoices?"	Yes.
5.	Do you want 100 of both the outgoing #10 envelope and the #9 return, or just the #10?	A sampling of each is allowed and preferable, as long as the overall total remitted is 100.
6.	Do you want the 100 sample invoices to be folded, inserted into the #10 and sealed?	We would not prefer to have 100 sealed samples but would find it helpful to receive a small amount (approx. 10) to demonstrate preparation of mailing.
7.	On page 7 of the RFP, it states that "the proposer shall submit to the Treasurer's Office...500 copies of printed property account statements for testing". Does this need to be submitted upon presentment of the RFP, or at some later date?	This may be required of the selected Proposer during the tax statement process. Proposers will not need to supply this in their RFP response and instead can provide approximately 100 samples as noted in the proposal requirements set in Section IIB.

8.	Was there supposed to be a cost proposal form included in this RFP? Or should we just write out our proposed cost on a separate sheet with the details requested in number 6 under section IIC?	Cost proposals can be provided on a separate sheet with the details requested in Section IIC (6)
9.	On page 17 under sample document requirements, it states that "each proposer must provide 100 sample invoices and envelopes, as well as sample envelopes." Above that, it also states that additional support documents, such as sales brochures, should be included with each copy. Do you require 100 sample invoices and 100 sample envelopes to be included with each copy, or just with the original?	It is acceptable for vendors to only send one set of their print and envelope samples, and not a set for each copy of the proposal.
10.	We would like to request a sample data file per your note on page 6 of the RFP.	The data file is available here: https://clark.wa.gov/internal-services/requests-proposals